AUDIO / VIDEO PREFERENCES

Computer, Projector and Screen:
As Client prefers, Susan can:
(1) email her presentation in advance for Client to load onto its laptop for her use during the presentation, OR
(2) bring her presentation on a USB flash drive to use with Client's laptop, OR
(3) she can bring her own laptop*.

*Susan uses a Lenovo Thinkpad running Windows 11 with HDMI Display Port for video output. Client will provide a projector, screen, and video output adapter cable to the projector with a Direct HDMI-Out adapter. Susan will provide a wireless clicker (with 50 ft range – 15m) to use with her Thinkpad. She will require access to an electrical outlet into which to plug her laptop charger (and an extension cord if the outlet is more than a few feet away).

The larger the screen and the higher the quality of the projector, the better.

Internet Access Not Required:
The entire presentation and all content are self-contained and do NOT require Internet access.

Microphone and Audio:
Susan prefers a wireless lavaliere microphone connected to a high-quality audio system. Please make sure the sound system is functioning and tested before her arrival.

No Podium:
Susan prefers no podium to be on stage. If one must be present, she prefers it to be pushed back so that she may walk in front of it unencumbered.

Beverage:
Please have a bottle of water available to Susan while on stage (any brand is fine).

Confidence Monitor:
Susan prefers a confidence monitor. The confidence monitor should mirror the main screens, and, ideally, should also have a countdown timer and/or a clock to keep Susan on time.

Audio and Video System Testing:
Susan prefers to do an audio/visual check at least 30 minutes before taking the stage.

Video Recording:
Susan welcomes the client to make a video recording of her presentation, and requests in return a high-def copy of the uncompressed raw footage after her presentation.